

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** August 10, 2014

**Subject:** Miscellaneous Classification Plan Changes.

**Locator No:** OSER-0374-MRS/SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is August 10, 2014**, unless otherwise stated.

The *Alphabetical Listing of Classifications* has been revised to indicate that all of the Unclassified Civil Service positions have been assigned to "Job Group" 900. This administrative action is to provide better reporting functionality and match their assignments in wisc.jobs.

- 1) *Create* the **Legal Associate Supervisor** classification for the Department of Administration. This class specification has been created to describe positions which are responsible for supervising the activities of Legal Associates within the Department of Administration, Division of Hearings and Appeals. Affected agencies will process the necessary reallocations. Questions may be directed to Chelsea Daley at 608-267-5165.
- 2) *Modify* the **Printing Services Supervisor** classification for the Department of Administration. This class specification has been modified to update the first allocation of the Definition language and its corresponding representative position to reflect the new location of this function within the Department of Administration. No reallocation notices are necessary for the classification action. Questions may be directed to Chelsea Daley at 608-267-5165.

**Internet Availability:** The target date for the availability of classification specifications from this bulletin on the OSER website is August 15, 2014. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Peter Flood at (608) 266-8149.

**Alphabetical Listing of Classifications:** The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://oser.state.wi.us/docview.asp?docid=1425>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Peter Flood at (608) 266-8149 if you have any questions about information contained in the Alpha List.

  
Greg L. Gracz, Director  
Office of State Employment Relations

  
Lynda Hanold, Administrator  
Division of Merit Recruitment and Selection

Classification				FLSA			
	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group

**CREATE**

1) Legal Associate Supervisor  
                     18320          81-04          16          6          E          N          003

**MODIFY**

2) Printing Services Supervisor  
                     82520          81-04          16          3          E          N          010

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.